

Frequently Asked Questions: Locations

Date	Topic	Question	Response
Jan-14	Adding locations	I'm adding locations for the first time and I'm not sure what to enter for "Your Code" and "Your Label".	When setting up locations, the fields "Your Code" and "Your Label" should be unique and represent how your facility refers to that location (e.g., 5 West). That location is then mapped to a CDC Location Description - a standardized CDC location that indicates the types of patients that are receiving care in that unit, using the 80% rule. For more information about locations, please see: http://www.cdc.gov/nhsn/PDFs/pscManual/15LocationsDescriptions_current.pdf
Jan-14	Mixed populations	One of our units is a mix of pediatric and adult patients, however all of the patients are of the same acuity level and service. Should I map this as an adult location or a pediatric location?	This is a good example of when "virtual" locations would be the best option. If there are beds designated for pediatric patients, we recommend that virtual locations are used such that the pediatric beds are considered one location in NHSN and the other beds would be assigned as the most appropriate adult unit. The data collection and reporting for each of these locations would be separate for NHSN. If your facility can operationalize this option, it would be the most appropriate. However, if you're unable to operationalize this type of data collection in this unit, then the unit should be mapped as the appropriate type for the age group (i.e., pediatric or adult) that holds the majority in that unit.
Jan-14	Bedsizes	When adding my locations in NHSN, I'm asked for the location bedsize. Should this represent the number of beds in the unit, or the number that are staffed?	The location bedsize should represent the number of beds that are set up <u>and</u> staffed.
Jan-14	Swing beds	Should the number of beds for my location include swing beds?	Yes. Swing beds should be included in the total location bedsize count. Patients residing in these beds should also be included in your surveillance efforts for this location.
Jan-14	Unit moved to different floor	One of the units in my hospital has moved to a different floor and has a new name. Should I create a new location in NHSN?	If the staff moved with this location, and the type of patients remains the same (i.e., the only difference is the geographical location), then it's recommended to just change "Your Code" and "Your Label" on the existing location record. This will keep all of the data for this location continuous within analysis. Otherwise, it is recommended that your facility inactivates the location and create a new location for the moved unit. Note that deactivating a location will simply prevent you from being able to enter new data for that location; the location and its previously-entered data will still appear in the analysis output options and you will continue to have access to these data.
Jan-14	Inactive locations	If I inactivate one of my locations in NHSN, will I still have access to this location's data?	Yes. Inactivating a location will simply remove the location as an option in the location drop-downs during data entry. All data reported in inactive locations will still be accessible, including through the analysis output options.
Jan-14	Mixed acuity unit and CMS reporting	After further review, we've determined that one of our units should be mapped as a mixed acuity unit. What implications will this have for my hospital's reporting to CMS?	While mixed acuity locations may have ICU beds, they are not considered ICU locations and therefore, are excluded from all reporting that is limited to ICUs. If this is the only unit in your hospital that has ICU beds (i.e., your hospital does not have any ICU locations in NHSN from which to report data), please discuss this situation with your QIO as there is a prescribed process in place to indicate that your facility does not have ICUs.
Jan-14	Change in patient type	The type of patients that are now housed in one of our units has changed. How do I change the CDC location in NHSN?	Once a location has been used for reporting in NHSN, the CDC Location Description cannot be changed. Instead, you will need to add a new location to represent the new CDC location mapping. Note, however, that when creating this new location, you will need to use a different "Your Code" value. It is also recommend that you inactivate the old location once you've completed all data entry for that location. After the new location has been added and data have been reported under this new location, you will notice that the pooled means to which this location is compared will differ from previous analyses.